

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

This instruction provides procedures and guidance for the Sheppard Air Force Base correctional custody program. This publication governs the policies, responsibilities, and procedures for operation of Correctional Custody at Sheppard Air Force Base. It places specific obligations upon airmen placed in correctional custody, the superintendent, supervisor, and cadre. This instruction applies to all organizations that place airmen in correctional custody, persons assigned to the facility, and the airmen placed in correctional custody.

1. PURPOSE AND POLICY:

1.1. Correctional Custody is non-judicial punishment imposed by the commander on members of his or her command for minor offenses. It is not confinement, and time spent in correctional custody does not constitute time lost under 10 U.S.C. 972. The purpose of correctional custody is to provide a secure setting in which command interest, supervision, correctional treatment and referral services (religious, medical, legal, and personal affairs) are applied to correct an offender's tendency toward delinquent behavior. The deprivation of liberty is a severe punishment to be carefully considered and imposed only when it is necessary to closely hold the offender in a treatment setting. Correctional Custody, building 381, is designated as the Regional Correctional Custody Facility (CCF) for Sheppard, and Reese Air Force Bases, Texas and Altus, Tinker, and Vance Air Force Bases, Oklahoma.

1.2. Rehabilitation Training. Offenders placed in CCF receive rehabilitation training in:

1.2.1. Military customs and courtesies.

1.2.2. Military dress and appearance.

1.2.3. Air Force standards.

1.2.4. Drug and alcohol abuse.

1.2.5. Physical conditioning.

1.2.6. Financial obligations.

1.2.7. Core values.

1.2.8. Corrections facility tour

1.2.9. Court-martial observation

1.3. Referral Services. Correctees placed in CCF receive referral services through representatives from Chaplain, Family Services, Mental Health, and Social Actions. See 82d SPS OI 31-208-1 "Rules of the Correctional Custody Facility (CCF)" for more information on referral services.

2. RESPONSIBILITIES:

2.1. SECURITY POLICE SQUADRON COMMANDER: The Correctional Custody Program is the responsibility of and under the direct control of the 82d Security Police Squadron Commander. 82d SPS/CC devises the specific policies and procedures for operating the program. These are included in this INSTRUCTION and 82d SPS OI 31-208-1. Utilizes the Visit Statistics provided by the CCF Superintendent, contacting the commander of any correctee not receiving scheduled visits.

2.2. UNIT OR SQUADRON COMMANDER: The commander imposing the punishment retains responsibility for members of his or her command.

2.2.1. Commanders imposing correctional custody will review the progress of correctees and make full use of the installation staff on a referral basis to evaluate and contribute to the correctional treatment.

2.2.2. Mitigation, remission or suspension are appropriate when it appears that correction has been achieved before the period of correctional custody has been completed, when correctional treatment is no longer considered appropriate, or when administrative discharge action is being processed.

2.2.3. Unit commanders or first sergeants will visit correctees in correctional custody at least once per week if from Sheppard AFB or once every two weeks if from another base. This will provide an opportunity to review the correctee(s) records, progress, and/or have a brief interview with the correctee, if so desired. These visits are documented on SAFB Form 211, Commanders and First Sergeant Correctional Custody Visitation Summary.

2.2.4. The correctee's unit commander or first sergeant will notify the CCF superintendent or supervisor of any emergency confirmed by the Red Cross. The superintendent or supervisor will release the correctee for emergency leave processing.

2.2.5. Correctional custody will not be used for persons with known physical or mental health problems.

2.2.6. Correctees will be released to their commander or first sergeant if Bldg 381 becomes uninhabitable.

2.2.7. Commanders are responsible for disciplining correctees who commit violations in Correctional Custody. The CCF staff will administer counselings, withdraw privileges, such as free time and mail checking, and assign correctees details.

2.3. FIRST SERGEANT:

2.3.1. The first sergeant, or designated representative will escort the offender to CCF and give all documentation (AF Form 3070, Record of Nonjudicial Punishment) supporting the nonjudicial punishment to the superintendent or supervisor.

2.3.2. Ensure correctees bring only the mandatory items in a duffle bag. (Use SAFB Form 315, Correctional Custody Mandatory Clothing Requirements).

2.3.3. First sergeants will visit correctees in correctional custody in accordance with the schedule listed under 2.2.3. The visits schedule will be set when the correctee is first brought to the CCF.

2.3.4. Prior to bringing individuals to CCF ensure:

2.3.4.1. Correctees are in compliance with uniform and weight standards.

2.3.4.2. Have a valid ID card.

2.3.4.3. Have sufficient funds for haircuts, BX items, etc. Sheppard AFB personnel are allowed to have \$10.00 maximum on their person. Personnel from other bases are allowed to have a maximum of \$50.00 or if they bring their checkbook, \$10.00. Personnel will keep their checkbooks on their person at all times.

2.3.5. Personnel from other bases should be taken off separate rations by their unit for the duration of the correctee's stay in CCF. If not taken off separate rations, the correctee must have access to funds. CCF does not have the capability to secure funds.

2.3.6. Pregnant females will not be placed in correctional custody.

2.3.7. Personnel from other bases will bring their medical and dental records.

2.3.8. ADDITIONAL INFORMATION FOR FIRST SERGEANTS:

2.3.8.1. Notify the CCF supervisor or superintendent at least 24 hours prior to bringing a male and at least 48 hours prior to bringing a female to CCF (Chaperone arrangements need to be made for female correctees). Personnel from other bases notify the CCF at least 48 hours prior to bringing a correctee and let CCF know your approximate arrival time. Do not allow the correctee to bring luggage. Have him or her use a duffle bag.

2.3.8.2. Briefings and tours of the facility can be arranged through the CCF supervisor or superintendent.

2.3.8.3. CCF does not accept or hold individuals pending discharge.

2.3.8.4. Ensure compliance with AF Form 3070, Nonjudicial Punishment Proceedings, QUOTE: "This punishment is effective immediately unless otherwise stated." (para 7) Example: If individual signs in on 10 Jul, correctional custody starts on 10 Jul. Exception - paragraph 6 states correctional custody punishment will commence on (another date). (Consult the legal office).

2.3.8.5. Hours of acceptance are 0800 - 1500, Monday through Friday. These hours are flexible, if coordinated with the CCF supervisor or superintendent 24 hours in advance.

2.4. RESPONSIBILITY OF THE STAFF: The CCF staff is responsible for administering the correctional custody program outlined in this instruction and the "Rules of the Facility." The staff will supervise correctional custody treatment and maintain custody of airmen assigned to the correctional custody program until they are released by proper authority.

2.4.1. SUPERINTENDENT:

2.4.1.1. Ensures all CCF staff members adhere to standards and carry out their assigned responsibilities.

2.4.1.2. Reviews all correctee folders at least once a week and gives feedback to correctees on their progress in the program.

2.4.1.3. Conducts weekly no-notice open-ranks, facility inspections, and fire drills. Conducts night/weekend visits to the facility.

2.4.1.4. Reviews daily evaluations of correctees and counsels when the correctees are not progressing satisfactorily.

2.4.1.5. Maintains liaison with first sergeants, commanders and senior enlisted advisors providing program status reports at least annually.

2.4.1.6. Interviews newly assigned cadre and female chaperones before placement.

2.4.1.7. Will provide Visit Statistics to the 82d Security Police Commander, on every Monday.

2.4.2. SUPERVISOR:

2.4.2.1 Responsible for the administration, operation, appearance, safety, and security of correctional custody and the correctees. Assumes the duties of the superintendent during the incumbent's absence. Performs all duties of the cadre during their absence.

2.4.2.2. Schedules duty hours for cadre and chaperones and ensures that a use of force statement, locator card, and AF Form 55, Employee Safety and Health Record, are filled out.

2.4.2.3 In- and out-processes all correctees in accordance with this instruction and Attachment 1. Briefs them on standards, rules, restrictions, privileges, and disciplinary

actions as set out in this instruction and the "Rules of the Facility."

2.4.2.4. Coordinates with the dining hall to ensure that all new correctees are in the Food Services computer.

2.4.2.5. Ensures all correctees are adhering to the 82d SPS OI 31-208-1 and the daily schedule.

2.4.2.6. Establishes, maintains, and reviews a case file on each correctee. Conducts counseling with correctees as needed and documents sessions on AF Form 174, Record of Individual Counseling. Briefs superintendent on any problems noted.

2.4.2.7. Conducts weekly no-notice open-ranks, facility inspections, and fire drills. Conducts night/weekend visits to the facility.

2.4.2.8. Maintains chronological facility entry/exit log.

2.4.2.9. Provides intensive one-on-one training for all cadre. The training will be documented on the cadre AF Form 797, Job Qualification Standard Continuation, and kept on file for one year.

2.4.2.10. Coordinate with the cadre to ensure that the room/locker inspections are done on a daily basis. Annotate completion of the inspection on the working copy of the daily evaluation sheet.

2.4.3. CADRES:

2.4.3.1. Read and fully understand AFI 31-208, Correctional Custody Program and any supplements, the "Rules of the Facility," and this instruction. Consistently apply all rules to all correctees. If there are any questions the CCF supervisor or superintendent will be contacted immediately.

2.4.3.2. Provide feedback to the supervisor and superintendent on any problems that were encountered, utilizing a memo for record.

2.4.3.3. Brief the supervisor or superintendent on any in- or out-processings that they are contacted about. Cadre will never conduct an in-processing and will only conduct an out-processing after contacting the CCF supervisor or superintendent.

2.4.3.4. Report for duty 10-15 minutes prior to allow time for a briefing from the off-going cadre. Cadre will not sleep while on duty. Set the example by their appearance, behavior, and bearing. Limit personal calls to 10 minutes using the cadre phone number. No drinking of alcoholic beverages eight hours prior to shift start time. There will not be any cadre or chaperone

visitors in the facility. Cadre shifts are for 12 hours and are from 0600-1800 and 1800-0600. When there is a T-Shift student admitted as a correctee, the supervisor or superintendent will alter their duty hours to 0500 - 1400. This will allow the cadre to depart the facility with the other correctees for physical conditioning at 0500. On Saturday, the T-Shift reveille will be immediately prior to the morning meal. The correctee will dress and accompany the cadre and the other correctees to the dining hall. On Sunday and Monday, he or she will adhere to the normal correctee schedule.

2.4.3.5. Evaluate correctees in the areas identified on the SAFB Form 105, Daily Rating Sheet. A correctee starts the day as a "3" or satisfactory and their actions throughout the day add to or detract from that rating. The number of AETC Form 341, Excellence/Discrepancy Reports, and/or letters of counseling should equate to the rating given. Evaluate them on the following areas:

2.4.3.5.1. Attitude toward supervisor.

2.4.3.5.2. Attitude in general.

2.4.3.5.3. Work performance: This is derived from all details. For students call their instructor and get his or her impression of the correctees performance.

2.4.3.5.4. Room inspection: See inspection criteria in the 82d SPS OI 31-208-1. If a correctee passes his or her room inspection two days in a row with a satisfactory or better rating they will be exempt from a room inspection on the next day. For the exempt day rating, they will receive the same score received on the previous day. The room must still be in inspection order, but it will not be formally inspected.

2.4.3.5.5. Facility inspection: See inspection criteria in the 82d SPS OI 31-208-1.

2.4.3.5.6. Following instructions: Regulations, 82d SPS OI 31-208-1, and verbal.

2.4.3.5.7. Promptness: Meeting the schedule and falling out in a timely manner.

2.4.3.5.8. Cooperation with others: Teamwork with the other correctees.

2.4.3.6. Maintain close supervision over the correctees. Never leave them unsupervised in the facility. Ensure SAFB Form 109, Accountability of Correctee's Absence, is documented for unsupervised absences (appointments and details). While in the facility, spot check correctees on a random basis for contraband.

2.4.3.7. Always correct all infractions of the rules. Be firm but fair. Document minor infractions on an AETC Form 341, Excellence/Discrepancy Report. Refer more serious violations (disrespect, continuing failure to correct a violation, etc.) to the supervisor or superintendent for counseling on AF Form 174, Record of Individual Counseling.

2.4.3.8. Correctees will march and maintain military bearing at all times. They always report to the office in full uniform. Address correctees as "Correctee (Last Name).\" Use tact. Do not talk down to or degrade correctees. Do not direct profanity at them.

2.4.3.9. Correctees will be at the position of parade rest when speaking to enlisted noncorrectees and at attention when speaking to officers. If asked a direct question that requires a yes or no, they may answer. If the answer requires more than that, the correctee will report, ask permission to speak, and after receiving permission, they will answer the question. Proper responses to anyone (civilian or military) will be "yes sir/ma'am" and "no sir/ma'am."

2.4.3.10. Always honor the correctee's request for an interview with the CCF supervisor and/or superintendent, medical treatment or use of a support agency such as Area Defense Counsel, Social Actions, Chapel, or Family Support Center.

2.4.3.11. Phone calls from any of the support agencies, first sergeants and commanders may be received by correctees at any time. All other phone calls will be received between 1900 -2030 on Saturday, Sundays, and holidays. Emergency phone calls from family members will be allowed.

2.4.3.12. Do not fraternize or engage in any personal dealings with correctees. Do not give them advice or join in any discussion between the correctee and support agencies.

2.4.3.13. Call the facility to attention if an officer enters or leaves the facility. Escort them in and out of the facility. Remain standing in the presence of officers.

2.4.3.14. Escort correctees to the dining hall, base exchange, physical conditioning, retreat, and details. They do not have to be escorted to support agency appointments. If all correctees are going to a detail together such as litter patrol, the cadre will drive to the detail in the CCF vehicle. Correctees will march unless it is raining or snowing. The cadre will have an SP radio for emergency communication and will follow procedures outlined in Attachment 2/Outside Detail Procedures. If the correctees are going to a number of different details,

the cadre will move from detail to detail, in a random manner, providing supervision.

2.4.3.15. Perform facility and open rank inspections on a daily basis in accordance with the schedule at Attachment 3. Annotate both on the working copy of the daily evaluation sheet.

2.4.3.16. The night shift cadre will conduct at least one fire drill per his work cycle and document on the entry/exit log. Fire evacuation plans are posted on the bulletin boards and procedures are outlined in the "Rules of the Facility."

2.4.3.17. Night shift cadre will not enter the female hallway until the female chaperone ensures the correctees are fully clothed and then the chaperone will accompany the cadre.

2.4.3.18. Cadre will not put their hands on a correctee in a threatening manner.

2.4.3.19. Don't discuss facility or staff problems in the presence of correctees.

2.4.3.20. In case of an AWOL or another emergency, notify the Security Police Desk Sergeant, CCF supervisor/superintendent, and the Command Post. Initiate the appropriate checklist from Attachment 4.

2.4.3.21. Ensure the facility and correctee rooms are in inspection order at all times.

2.4.3.22. Coordinate the correctee cleaning of the facility and inspect the facility using the inspection checklist at Attachment 5.

2.4.3.23. Day shift cadre will complete daily evaluation worksheets and the night shift cadre will type it onto the Sheppard Form 105, Correctional Custody Facility Daily Performance. The night shift cadre will also file all AETC Form 341, Excellence/Discrepancy Reports in the correctee's file.

2.4.3.24. March correctees to the dining hall for their meals and follow the procedures outlined in the "Rules of the Facility."

2.4.3.25. Night shift cadre and chaperone, when applicable, will spot check correctees every hour beginning at lights out. The checks will be annotated on the entry/exit log.

2.4.3.26. Ensure correctees stand at parade rest in the doorway of their room when any enlisted staff member or visitor approaches the area. Correctees will stand in the doorway at attention in the presence of an officer.

2.4.3.27. Night shift cadre will ensure the female chaperone is briefed on her responsibilities listed in Attachment 6. The chaperone will be released when the cadre and correctees depart for physical conditioning during the week and at 0600 on weekends and holidays.

2.4.3.28. Night shift cadre will activate the door alarm at 2030. Deactivate at reveille or when conducting a fire drill.

2.4.3.29. Ensure correctees study and test from the Professional Fitness Exam Study Guide, watch the videotapes, and complete writing assignments in accordance with the schedule at Attachment 7. Brief the correctees on the chapter to study for the following week.

2.4.3.30. Become familiar with positive motivation tools that are available and use them when appropriate.

2.4.3.31. Be aware of the senior correctee's responsibilities and ensure that he or she is carrying them out in a effective and efficient manner. If he or she is not, attempt to assist the correctee and notify the CCF supervisor/superintendent.

2.4.3.32. React to all emergencies in accordance with the checklists at Attachment 4.

3. VISITATION PRIVILEGES:

3.1. Official visitors will be permitted at any reasonable time in the Correctional Custody Facility (CCF). Official visitors are: Commanders, First Sergeants, Supervisors, Legal Officers, Chaplains, Social Actions, and personnel from other base staff agencies on official business. All visitations will be recorded on the entry/exit log, noting the visitor's name, rank, time arrived and time departed. Visitations will also be documented on the visitation sheet in each correctee's file.

3.2. If the visitor is a commander or first sergeant, give the correctee folder to him or her and ask that they complete SAFB Form 11, Commander/First Sergeant Correctional Custody Visitation.

3.3. Personal visits are only for immediate family members. Immediate family is mother, father, siblings, spouse, and children. Visitation privileges may be withdrawn if the correctee is not progressing in the program.

3.4. Personal visitation will be conducted on Sunday between 1400 and 1500 in the first floor office area. Visitors are not permitted in living areas.

3.5. Only two visitors per correctee are allowed at any one time. All persons will conduct themselves in a quiet, courteous, and respectful manner. Displays of affection

will not be permitted. Visitors will be briefed upon entry into CCF.

3.6. Visitors are not permitted to bring anything to correctees. Exceptions may be granted by the supervisor or superintendent on an individual basis.

3.7. If a correctee is not scheduled to receive visitors, he or she will study the PFE, or class material if enrolled in school.

4. CONTROL OF PRESCRIBED DRUGS:

4.1. The cadre will control all prescribed drugs belonging to correctees.

4.2. All drugs, including "over-the-counter," will be taken from correctees and stored in their personal area in the CCF supervisor's office. A medication control log will be filled out for each drug, and filed in the correctee's case file.

4.3. Invalid or expired prescription drugs will be confiscated as contraband and turned over to the supervisor or superintendent for proper disposition.

4.4. All medically prescribed drugs will be dispensed as prescribed by medical authority.

4.5. Cadre and correctee will sign SAFB Form 297, Correctional Custody Information Medication Control Log.

5. CONTRABAND AND ILLEGAL DRUG CONTROL:

5.1. Terms:

5.1.1. Contraband: Consists of any unauthorized property and/or items that are not listed on the correctional custody rules and clothing requirement list.

5.1.2. Illegal Drugs: Illegal drugs that are used by or found in the possession of correctees that are not prescribed by proper medical authority, will be confiscated by the cadre. The Security Police Desk Sergeant, CCF supervisor/superintendent, and the correctee's first sergeant and commander will be notified immediately.

5.2. All correctee personal property will be inspected for contraband and illegal drugs when they are in-processed into the facility.

5.2.1. All unauthorized items will be taken from correctees and turned over to their first sergeant or designated representatives for disposition. All illegal items will be reported to the Security Police Desk Sergeant, CCF supervisor/superintendent, and the correctee's unit.

5.2.2. Correctees will be checked for contraband, at irregular intervals, when entering or leaving CCF.

6. DINING FACILITY PROCEDURES:

6.1. The following procedures will be adhered to at all times and any deviation from these procedures will be at the discretion of the CCF supervisor/superintendent. CCF primary dining facility is Bldg 1368.

6.1.1. Correctees will always eat in the dining facility. A correctee cannot decline to eat.

6.1.2. Correctees will be marched to and from the dining facility by the senior correctee and accompanied by a correctional custody staff member. If the weather is inclement (raining or snowing), use the correctional custody van.

6.1.3. Correctee dining hall procedures are listed in the "Rules of the Facility."

7. INSPECTIONS:

7.1. The CCF staff conducts formal inspections every day. Inspectable items include correctee's personal appearance, assigned room, and all common areas. Inspection results are documented.

7.1.1. Room Maintenance and Inspection: See 82d SPS OI 31-208-1 to ensure correctee compliance with inspection standards.

7.1.2. Maintenance and Inspection of the Correctional Custody Facility: See 82d SPS OI 31-208-1 to ensure correctee compliance with inspection standards.

8. ILLNESS OR INJURY:

8.1. If a correctee is seriously ill or injured and cannot be moved safely without causing additional injury, call the hospital and request an ambulance. The cadre will not accompany the correctee to the hospital. Notify the CCF supervisor/superintendent. They will respond to the hospital. Document all occurrences on entry/exit log. The CCF supervisor will notify the 82d SPS Unit Safety Representative.

8.2. If a correctee is sick or injured, but can be moved safely call the Military Taxi Dispatch and request a military taxi to transport the correctee to the hospital. The cadre will not accompany the correctee to the hospital. Instruct the correctee to phone the CCF when he or she is finished at the hospital. Also remind the correctee to have the hospital personnel annotate and sign his/her SAFB Form 109, Correctional Custody

Accountability. Document all occurrences on the entry/exit log.

8.3. If the military taxi dispatch cannot provide transportation, the cadre will contact the CCF supervisor/superintendent, who will provide transportation in the correctional custody vehicle. Correctees will not be left in the facility without supervision.

8.4. The following personnel or agencies will be notified:

8.4.1. If the illness or injury is serious, or if the correctee is admitted into the hospital, the cadre will notify the CCF supervisor/superintendent and the correctees commander or first sergeant.

8.4.2. If the sick or injured correctee is placed on quarters, bed rest, or has a cast or crutches, the cadre will comply with the physician's instructions on the profile or waiver and notify the CCF supervisor/ superintendent.

8.5. A copy of profiles or waivers will be filed in the correctee's case folder.

9. PHYSICAL CONDITIONING AND WEIGHT CONTROL PROGRAM:

9.1. Physical Conditioning (PC) will be conducted every day in accordance with the daily schedule. During inclement weather (cold, rain, or snow), PC will be conducted on the basketball court inside the Main Gym. Any other time it will be conducted on the track behind the Main Gym. During PC all correctees will participate unless they have a medical waiver. If a correctee who does not have a waiver is ill or injured and cannot participate, he/she will be sent to the hospital at the earliest opportunity for a medical evaluation. A physical profile or waiver must be provided by a physician for a correctee to become exempt. Correctees who are exempt from PC will not be left in the facility. They will stand at parade rest while the other correctees participate. The physical conditioning schedule is progressive. The correctees must achieve the number of repetitions and the times specified to be considered satisfactory for that day.

9.2. Correctional custody staff members will not participate with the correctees.

9.3. All correctees will stretch before and after completing the exercises and prior to running. They will complete the following stretches:

9.3.1. Standing with one leg about one and a half foot in front of the other, lean forward until the thigh on the extended leg is parallel with the ground. Hold for a ten count and repeat until each leg has been done twice.

9.3.2. Bend leg so that the foot is near the back of the thigh. Hold the ankle with the hand for a ten count. Repeat until each leg has been done twice.

9.3.3. Lay down on back and pull knee toward chest. Hold for a ten count and repeat until each leg has been done twice.

9.4. All correctees will form up evenly spaced front and rear. The senior correctee will be directed to call the commands during the following exercises:

9.4.1. Jumping jacks:

- First week: Twenty repetitions on the four count
- Second week: Thirty repetitions
- Third week: Forty repetitions
- Fourth week: Fifty repetitions

9.4.2. Sit ups/Push ups:

- First week: Fifteen repetitions
- Second week: Twenty five repetitions
- Third week: Thirty five repetitions
- Fourth week: Fifty repetitions

9.4.3. Leg lifts:

- First week: Fifteen repetitions
- Second week: Twenty repetitions
- Third week: Twenty five repetitions
- Fourth week: Thirty repetitions

9.4.4. Timed Run (in formation):

- First week: Thirty minutes
- Second week: Thirty minutes
- Third week: Thirty minutes
- Fourth week: Thirty minutes

9.5. Exercises and running are recorded on AF Form 3136, CCF Physical Training Program, located in the correctee's case file.

10. HEAT DISORDER:

10.1. If you are conducting/monitoring a PC session or work detail and a correctee appears to be suffering from a heat disorder, follow these steps:

10.1.1. Notify the hospital by phone. NOTE: If the victim has symptoms of a heat stroke, use the correctional custody van or flag down the first available car to transport the victim to the emergency room.

10.1.2. Keep the individual calm and well ventilated.

10.1.3. Administer first aid as necessary.

10.1.4. Monitor victim closely until Emergency Medical

Technicians arrive.

5. Female Chaperone Responsibilities

6. Videotape/PFE Schedule and Videotape/writing
Assignment Schedule

7. Promotion Fitness Examination Study Guide
Reading/Test Assignment

Attachments:

1. Admission and Release of Corrections Custody
Airmen
2. Outside Detail Procedures
3. Daily Correctee Schedule
4. Emergency Checklists

THOMAS A. WHAYLEN, Colonel, USAF
Vice Commander

ADMISSION AND RELEASE OF CORRECTIONAL CUSTODY AIRMEN

A1. ADMISSION:

- A1.1. Obtain one copy of the Article 15 action (AF Form 3070) signed by the individual's commander.
- A1.2. An entry/exit log entry will be made recording the correctee and escort's name and the time they enter the facility.
- A1.3. The correctee will proceed to the briefing room when instructed to do so.
- A1.4. The CCF supervisor or superintendent will inventory all required clothing and equipment with the correctee. An unauthorized item/contraband check will be conducted of everything the correctee brings into the facility. Any unauthorized items will be returned to the escort. Any items that the correctee does not have and are required will be purchased.
- A1.5. The correctee will read and sign:
 - A1.5.1. STTC Form 212, UCMJ Statement for AWOL, Breach of Restraint, and Failure to Obey a Lawful Order.
 - A1.5.2. Receipt and acknowledgment of CCF rules and regulations letter (within first 24 hours in the facility).
- A1.6. The correctee will be given three AETC Form 341, Excellence/Discrepancy Reports, and the SAFB Form 109, Correctee Time Accountability. The CCF supervisor or superintendent will explain their use.
- A1.7. The CCF supervisor or superintendent will brief the correctee on the short and long term goals and the "Thought for the Day" in accordance with the "Rules of the Facility."
- A1.8. The correctee will be given a brief tour of the facility, to ensure he or she understands what is and is not permissible. He or she will be escorted to the assigned room.
- A1.9. Any appointments will be annotated on the appointment board in the CCF supervisor's office.
- A1.10. The CCF supervisor or superintendent will establish a folder for the correctee.
- A1.11. Compute the correctee release date and note it in pencil on the STTC Form 186, Correctional Custody Facility Roster.

A2. RELEASE:

- A2.1. Notify the correctee's first sergeant or commander at least one day prior to release.
- A2.2. The correctee will be released to an escort from his or her squadron.
- A2.3. A correctee will not be released from correctional custody prior to the full commitment being served without an AF Form 3212, Record of Supplementary Action Under Article 15, UCMJ from the correctee's commander. This form will be received prior to the correctees release and filed in the correctee's folder.
- A2.4. Correctees will exchange their linen and clean their personal area. The CCF staff will return their personal items to him or her.
- A2.5. Correctees who successfully complete the program will accomplish SAFB Form 37, Correctional Custody Facility Critique.

OUTSIDE DETAIL PROCEDURES

A1. During cold weather outside details:

A1.1. Correctees will work for fifty minutes and then be given a ten minute break inside the van. When in the van, correctees will remove their field jacket and wipe all sweat before exiting the van to return to the outside detail.

A1.2. All correctees will wear BDUs with field jacket/liner, gloves, and the BDU hat with the ear flaps down.

A1.3. The correctees will not be allowed to get wet and continue working. If they get wet, terminate the detail, return to the facility, and after drying return to the detail.

A2. During hot weather outside details:

A2.1. Correctees will work for fifty minutes and then be given a ten minute break in the shade.

A2.2. Correctees will be allowed to remove the BDU blouse. It will be neatly folded and placed in the CCF vehicle.

A2.3. Cadre will ensure that correctees drink plenty of water and try to avoid working in direct sunlight.

A3. During all details:

A3.1. All correctees will bring PFE Study Guide and read assigned chapters during breaks.

A3.2. Drinking water will be available and used during breaks.

A3.3. The detail supervisor will remain vigilant for extreme correctee mood swings or other unusual behavior and terminate the detail if anything out of the ordinary occurs.

A3.4. In case of emergency, the detail supervisor will:

- Immediately radio the Law Enforcement Desk giving his or her location and the nature of the problem.
- Request medical attention.
- Render first aid using the field first aid kit in the CCF vehicle
- Terminate the detail and order the other correctees into the van
- As soon as practical, notify the CCF supervisor and superintendent.
- Return to the facility

A3.5. Will comply with the provisions of AETCI 48-101, Prevention of Heat Stress Disorders, when heat stress or wind chill becomes a concern.

A3.6. If the Cadre has any questions he or she will refer them to the CCF supervisor or superintendent.

DAILY CORRECTEE SCHEDULE**MONDAY**

0430	Wake up (reveille is sounded)	1500	Report to Social Actions for substance abuse appointment (if not in school)
0435	Room preparation		1st Monday of each month
0500	Physical Conditioning		
0530	Return to facility	1600	Depart Social Actions
	Personal hygiene	1650	Retreat (marched to the base flag pole)
	Prepare the facility for inspection	1705	Evening meal
0615	Morning meal	1800	Hallway wash, wax, and buff
0715	Facility inspection		Student study time
	Correctees correct discrepancies found		Upgrade correctee CDC time
0745	Open ranks inspection	2030	Even number room personal hygiene
0800	Details at the fenceline/drainage ditches		Prepare for lights out
0815	Inspection of rooms/locker area	2100	Odd number room personal hygiene
1100	Noon meal		Prepare for lights out
1200	Details at the fenceline/drainage ditches	2130	Lights out (taps are sounded)
1215	Inspection of rooms/lockers and facility (as required)		

TUESDAY

0430	Wake up (reveille is sounded)	1230	Inspection of rooms/lockers and facility (as required)
0435	Room preparation		
0500	Physical conditioning	1600	Return to CC
0530	Return to facility		Interior and exterior facility cleanup
	Personal hygiene	1650	Retreat (marched to the base flag pole)
	Prepare the facility for inspection	1705	Evening meal
0615	Morning meal	1800	Student study time
0715	Facility inspection		Upgrade correctee CDC time
	Correctees correct discrepancies found		Hallway wash, wax, and buff
0745	Open ranks inspection	2030	Even room number personal hygiene
0800	Details around the facility and base agencies		Prepare for lights out
0815	Inspection of rooms/locker area	2100	Odd room number personal hygiene
1100	Noon meal		Prepare for lights out
1200	Details around the facility and base agencies	2130	Lights out (taps are sounded)

WEDNESDAY

0430	Wake up (reveille is sounded)	1530	Mental Health Appointment
0435	Room preparation	1630	Return to CC
0500	Physical conditioning		Interior and exterior facility cleanup
0530	Return to facility	1650	Retreat (marched to the base flag pole)
	Personal hygiene	1705	Evening meal
	Prepare the facility for inspection	1800	Student study time
0615	Morning meal		Upgrade correctee CDC time
0715	Facility inspection		Half hour of AF Times, Airman, or local newspaper reading (earned privilege)
	Correctees correct discrepancies found		Hallway wash, wax, and buff
0745	Open ranks inspection	2030	Even room number personal hygiene
0800	Details at the fenceline/drainage ditches		Prepare for lights out
0815	Inspection of rooms/locker area	2100	Odd room number personal hygiene
1100	Noon meal		Prepare for lights out
1200	Details at the fenceline/drainage ditches	2130	Lights out (taps are sounded)
1230	Inspection of rooms/lockers and facility (as required)		

THURSDAY

0430	Wake up (reveille is sounded)	1230	Inspection of rooms/lockers and facility (as required)
0435	Room preparation	1500	Report to CC (one time for each briefing)
0500	Physical conditioning		Social Actions (2nd/4th Thur); UCMJ (last Thur of month)
0540	Return to facility	1530	Social Actions or UCMJ
	Personal hygiene	1630	Depart briefing
	Prepare the facility for inspection	1645	Personal areas
0615	Morning meal	1650	Retreat (marched to the base flag pole)
0715	Facility inspection	1705	Evening meal
	Linen exchange	1800	Upgrade correctee CDC time
	Correctees correct discrepancies found		Hallway wash, wax, and buff
0800	Interview with supervisor/superintendent		Student study time
0810	Open ranks inspection	2030	Even room number personal hygiene
0815	Details around the facility and base agencies		Prepare for lights out
0815	Inspection of rooms/locker area	2100	Odd room number personal hygiene
1100	Noon meal		Prepare for lights out
1200	Details around the facility and base agencies	2130	Lights out (taps are sounded)

FRIDAY

0430	Wake up (reveille is sounded)	1600	Return to CC
0435	Room preparation		Interior and exterior facility cleanup
0500	Physical conditioning	1650	Retreat (marched to the base flag pole)
0540	Return to facility	1705	Evening meal
	Personal hygiene	1800	Student study time
	Prepare the facility for inspection		Upgrade correctee CDC time
0615	Morning meal		Half hour of AF Times, Airman, or local newspaper reading (earned privilege)
0715	Facility inspection	1900	Motivational videotape viewing
	Correctees correct discrepancies found	2030	Even room number personal hygiene
0745	Open ranks inspection		Prepare for lights out
0800	Details at the fenceline/drainage ditches	2100	Odd room number personal hygiene
0815	Inspection of rooms/locker area		Prepare for lights out
1100	Noon meal	2130	Lights out (taps are sounded)
1200	Details at the fenceline/drainage ditches		
1230	Inspection of rooms/lockers and facility (as required)		

SATURDAY

0500	Wake up (reveille is sounded)		Details inside/outside the facility and around base
0505	Room preparation	1300	Physical conditioning
0530	Prepare facility for inspection	1400	Inspection of rooms/locker area
0630	Facility inspection		Detail at fenceline/drainage ditches
	Prepare for BDU open ranks	1650	Retreat (marched to the base flag pole)
0700	BDU opens ranks	1705	Evening meal
0715	Morning meal	1800	CNN viewing (If earned)
0815	Inspection of rooms/locker area	1830	Correctee time for study, writing letters, personal area, laundry, etc.
	Correct facility inspection write-ups/depart for litter patrol (around facility, along track and softball field)/detail.	1900	Incoming phone calls (until 2030)
0930	Escort correctees to BX: Haircuts, one ten minute phone call (if authorized), military clothing sales, and post office.	2030	Even room number personal hygiene
			Prepare for lights out
1100	Noon meal	2100	Odd room number personal hygiene
1200	Return to facility		Prepare for lights out
		2130	Lights out (taps are sounded)

SUNDAY

NOTE: Those personnel desiring to attend services for their respective religions beliefs will wear the Service Dress Uniform to these services.

0500	Wake up (reveille is sounded)	1230	Details - Area cleanup inside and outside facility (wax floors, grass & rock bed care, clean van, windows, etc.)
0505	Room preparation	1345	Prepare for visitors (immediate family member)
0530	Prepare the facility for inspection	1400	Visitation
0630	Facility inspection	1500	Physical conditioning
0700	Morning meal	1600	Facility details
0800	Return to facility, prepare for open ranks inspection in service dress uniform	1650	Retreat (marched to the base flag pole)
0815	Open ranks inspection - Service Dress Uniform	1705	Evening meal
0830	Correctees going to church: prepare room Correctees not going to church: change to BDU's, prepare room/correct facility discrepancies/details inside/outside the facility and around base	1800	Return from meal Details around facility
0920	Release correctees attending early church service	1900	Incoming phone calls (until 2030) Correctees time for study, writing letters, personal area, laundry, etc. Assigned PFE chapter testing Three page paper on motivational videotape due from each correctee
0935	Inspect rooms and lockers.	2030	Even room number personal hygiene Prepare for lights out
1045	Release correctees attending traditional worship services. (correctees will eat at nearest dining facility prior to returning to the facility).	2100	Odd room number personal hygiene Prepare for lights out
1130	Noon meal: Correctees who attended 0930 church services should have returned by this time.	2130	Lights out (taps are sounded)

HOLIDAY

0500	Wake up (reveille is sounded)	1600	Facility details
0505	Room preparation	1650	Retreat (marched to the base flag pole)
0530	Prepare facility for inspection	1705	Evening meal
0630	Facility inspection	1800	Correctee time for study, writing letters, personal area, laundry, etc. Half hour of AF Times, Airman, or local newspaper reading (earned privilege)
0700	Morning meal	2030	Even room number personal hygiene Prepare for lights out
0745	Open ranks inspection	2100	Odd room number personal hygiene Prepare for lights out
0800	Correct discrepancies	2130	Lights out (taps are sounded)
0815	Details at the fenceline/drainage ditches		
1200	Noon meal		
1300	Details outside/around base Room/locker inspections		
1500	Physical conditioning		

Peculiar student hours (Mon-Fri)S-Shift

0430-0500:	Wake-up/personal hygiene/room preparation
0500-0540:	Breakfast
0600-1500:	School
1500-1600:	Physical conditioning
1600-1650:	Formal open ranks inspection/correct room inspection discrepancies
1650:	Retreat (march to the base flag pole)
1705-1800:	Evening meal
1800-2000:	Mandatory study time
2000-2100:	Personal area/laundry etc
2100-2130:	Personal hygiene/lights out

T-Shift

0830-0900:	Wake-up
0900-0945:	Physical conditioning
0945-1030:	Personal hygiene/room preparation
1030-1130:	Noon meal
1130-1200:	Formal open ranks inspection
1200-1400:	Study
1400-1450:	Facility details
1500-2400:	School
2400-0030:	Morning meal
0030-0100:	Personal hygiene/lights out

EMERGENCY CHECKLISTS**AWOL CHECKLIST**

- _____ Give the correctee an order to return to the facility
- _____ Advise the correctee that upon his/her departure, the Security Police and their commander will be notified
- _____ If the correctee departs notify:
 - _____ Security Police Desk Sergeant (ext 2981), giving them a full physical description and personal information such as rank, SSAN, DOB and the location where the correctee was last seen
 - _____ CCF supervisor and superintendent
 - _____ Correctee's first sergeant and commander
 - _____ Wing Command Post
- _____ Keep track of times, names of everyone notified, and other actions taken and note them on this checklist and in the entry/exit log.
- _____ Remove the other correctees to the facility and then their rooms
- _____ Inventory and secure the correctee's personal property. The property will be released to the correctee's commander or designated representative

FIRE CHECKLIST

- _____ Shout "Fire, Fire, Fire," pull fire alarm, and ensure everyone is proceeding to the exits
- _____ Call 117 to notify fire department.
- _____ Use fire extinguisher (on small, containable fires only).
- _____ Evacuate all correctees to the "cut-out" on Ave I.
- _____ Conduct a roll-call of the correctees and notify the fire department of any missing personnel
- _____ Notify Security Police Desk Sergeant (ext 2981) and the CCF supervisor and superintendent
- _____ In case of inclement weather, coordinate with Security Police Desk Sergeant to make the Guardmount Room available until the correctees can be released to their units

DISORDERS/RIOTS

- _____ Notify the Security Police Desk Sergeant (ext 2981) and medical personnel, if necessary
- _____ Maintain control over the peaceful correctees and remove them from the affected area
- _____ Notify the following personnel:
 - _____ CCF supervisor and superintendent
 - _____ Command Post

- _____ Offenders first sergeant and commander
- _____ Use force or physical contact only when absolutely necessary to prevent harm or injury to yourself or another individual
- _____ Note “who, what, where, when, how, and why” and relay to Security Police for accomplishment of DD Form 1569, Incident/Complaint Report
- _____ Note all events and actions taken in entry/exit log

FEMALE CHAPERONE RESPONSIBILITIES

A1. The female chaperone will ensure a professional environment exists for female correctees after duty hours. If there are any problems (sexual harassment, fraternization between cadre and correctees, or sleeping on duty) report it to the CCF supervisor or superintendent immediately. Their phone numbers are in the locator box in the CCF supervisor's desk.

A2. During your tour of duty, you will ensure female correctees are properly dressed and that no unescorted males enter their area. Female correctees will only change in the first floor latrine. When a female enters the first floor latrine she will turn the door sign to show it is occupied. While it is occupied, males will not enter except in case of emergency. When unoccupied, male correctees may use it for laundry purposes only.

A3. Bed checks will be conducted every hour after lights out. Chaperone checks of the female correctees will coincide with the cadre bed checks of the male correctees. Female correctees will not sleep on a made bed.

A4. Males are only permitted in the female area on official business. Male correctees will NEVER enter a female correctees room. Prior to any male entering the female area, you will:

- a. Walk through the area and ensure that all female correctees are fully clothed.
- b. If not in uniform, they will be covered by a blanket.
- c. Announce "Male entering female hallway."
- d. Escort the male while in the female area.
- e. Announce "Male departing female hallway" when leaving.

A5. Duty hours will be from 1800 - 0600. Do not consume alcoholic beverages eight hours prior to duty. Do not sleep during duty hours. Set the example through dress, bearing, and behavior. Chaperone will always be addressed as Ma'am by correctees and they will treat the chaperone as they would the cadre. The chaperone will correct infractions they see and notify the cadre. Assist the cadre during fire drills by calling out "Fire" three times in the female area and checking their rooms to ensure everyone has departed. Address correctees as "correctee last name." Do not talk down to or degrade them. Do not direct profanity towards them. Do not fraternize with or offer legal advice to correctees. Chaperones will not be allowed access to the correctee folders. They will not put their hands on a correctee in a threatening manner. No personal visitors are allowed for cadre or chaperone.

A6. The chaperone will not enter the male area except during an emergency or when escorting a female correctee. Female correctees are only allowed in the male area for official business. Before the chaperone enters the male area the cadre will:

- a. Walk through the area and ensure that all male correctees are fully clothed.
- b. If not in uniform they will be covered by a blanket.
- c. Announce "Female entering male hallway."
- d. Escort the female while in the male area.
- e. Announce "Female departing male hallway" when leaving.

VIDEOTAPE/PFE SCHEDULE AND VIDEOTAPE/WRITING ASSIGNMENT SCHEDULE

Cadre will ensure these films are viewed and the writing assignments are done. Please review the correctee papers for professionalism, accuracy, and completeness. Solicit questions from the correctees to ensure understanding of the material and the focus of the film.

- 1st Friday of the Month - 1900: Gen Fogleman tape on Accountability
- Following Sunday 1900: Three page paper on "what accountability means to me."

- 2d Friday of the Month - 1900: Code of Conduct
- Following Sunday 1900: Three page paper on "what the code of conduct means to me."

- 3rd Friday of the Month - 1900: Does the Air Force have a Mission?
- Following Sunday 1900: Three page paper on "The Air Force Mission is to"

- 4th Friday of the Month - 1900: MAJCOM Command Responsibility, Accountability Tape 1
- 4th Saturday of the Month - 1900: " " " " Tape 2
- Following Sunday 1900: Three page paper on "what responsibility means to me."

PROMOTION FITNESS EXAMINATION STUDY GUIDE READING/TEST ASSIGNMENT

For the purpose of these assignments, the week starts on Monday and the tests will be taken on Sunday evening. The Cadre will type up a short note on each correctees test i.e., Correctee Brown took Chapter 8 Test on 21 Jan 96 and scored a 82. He reviewed the missed questions from 1835 - 1900 hrs. Provide this documentation to the superintendent by 0730 the day after the test is taken.

After testing is complete, brief the correctees on which chapter to read for the next week.

- 1st Week of the Month - Chapter 7 (1992 version) or Chapter 8 (1995 version), Standards of Conduct.
- 2nd Week of the Month - Chapter 9 (1992 version) or Chapter 11 (1995 version), Enforcing Standards.
- 3rd Week of the Month - Chapter 6 (1992 version) or Chapter 7 (1995 version), Standards of Customs and Courtesies.
- 4th Week of the Month - Chapter 8 (1992 version) or Chapter 10 (1995 version), Standards of Appearance.
- 5th Week of the Month - Chapter 10 (1992 version) or Chapter 12 (1995 version), Leadership.